

MORRILL MEMORIAL LIBRARY
PUBLIC MEETING ROOMS
Rules and Regulations

1. The Meeting rooms at the Morrill Memorial Library are available without charge to local, non-profit groups for educational, informational or cultural meetings or programs. No meeting is allowed that promotes any business or commercial activity. No marketing of any kind is allowed. All meetings and programs must be open to the public without charge regardless of whether an individual is a member of the organization.
2. All groups requesting use of the Simoni or Trustees Room must fill out an application form provided by the library and must indicate a person of legal age (18) who will be responsible for the room.
3. **Use of the Meeting Rooms for library purposes will take precedence over all other reservations.** Reservations are accepted during the summer for the following fall, winter and spring. To allow flexibility for library sponsored events, the library administration reserves the right to reschedule or cancel room reservations. Every effort will be made to avoid such cancellations. As much advance notice as possible will be given.
4. The Simoni Meeting Room is located adjacent to the reference Department. For that reason we request that all groups using the Simoni Room show consideration for people using the Reference area of the library. Please enter and leave the room quietly. Doors to the Simoni room must be closed during meetings.
5. An amplification system with assisted listening devices is available. Other amplification systems may be used with prior approval.
6. Attendance must be limited to the capacity of the Meeting Rooms. Groups or organizations using the meeting rooms must follow the instructions of the library or custodial staff at all times in regard to the safe and orderly operation of the library. Groups must leave the building fifteen minutes before the library's normally scheduled closing time. Groups may stay up to 30 minutes past closing but must arrange to do so in advance and will pay a \$20 custodial fee.
7. Library parking is limited. If the spaces identified as library parking are filled, people attending meetings must park on the street or in the large parking lot behind the Congregational Church across Winter Street. Do not use spaces reserved for the office building next door. Do not park in the driveway in front of the Congregational Church.
8. **Nothing may be bought or sold nor may any fee be charged.**
9. Use of tobacco products or alcoholic beverages is prohibited in the library.
10. A kitchen is available for serving light refreshments. It should be left clean and all food should be removed. Spills or other accidents requiring custodial attention must be reported immediately.
11. The library is not responsible for the loss or damage of an organization's property (or the property of an individual in attendance), nor it is responsible for any bodily harm that comes to an individual in attendance.
12. If the library closes because of weather conditions, an attempt will be made to notify people who have reserved rooms. If there is any doubt, call the library. Storm closing announcements will be on the library's telephone recording.
13. The library may not be used as the mailing address for any group or organization.
14. The fact that a group or organization is permitted to meet at the library in no way constitutes an endorsement of the group's policies or beliefs by the library.

15. The library's telephones may not be used for incoming or outgoing calls except in an emergency. A public phone is located on the first floor.
16. Reservations may be made in person or by telephone, Monday through Friday, between 9 a.m. and 5 p.m. at the Director's office. The reservation is not confirmed until the written application is completed and returned to the library. The individual making the reservation will be responsible for the conduct of the group and the protection of library property. If a meeting is cancelled the library must be notified promptly.
17. A television, VCR, and projection table are available for use. This equipment must be reserved separately from the room you will be using. The individual making the reservation will be responsible for the equipment.
18. Only videocassettes or DVDs for which public performance rights have been purchased may be shown in the library.
19. The Board of Library Trustees and the Director of the library have final authority concerning the use of the meeting rooms and audiovisual equipment. They reserve the right to refuse use of the facilities to meetings and programs that might disrupt library service or not be in the best interests of the library.